

**STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT
(SPF SIG)**

Evaluation Workgroup

April 17, 2007

MINUTES

PRESENT: Bob Levy, Chair
Eric Wright
Rebecca Smith
Harold Kooreman
Lin Montgomery
Ruth Gassman

DMHA STAFF: Marcia French
Kim Manlove
Veronica Coleman
John Viernes
Marion Greene

Call to Order

Bob Levy opened meeting with introductions Minutes of the April meeting were not available.

Updates Reports

- A. SEOW Report - Harold Kooreman stated that about approximately 900 community readiness surveys were sent out and they had 340 valid responses. 80 counties were represented and the summary report will be available next month.

- B. Strategic Workplan - Marcia French stated that the proposals were received and that upon being received the applications were assigned a number. Each reviewer was also assigned a number and the applications were randomly assigned to two (2) Expert Peer Review Panelist (EPR). The EPR offered comments and recommendations and submitted them back to the SPF SIG staff by the 16th of April. Each application's comments were combined and assigned to members of the Grant Review Workgroup by 3pm. The application with the EPR comments were then randomly assigned to a primary and secondary State reviewer from the Grant Review Workgroup (GRW). Each of the GRW reviewers was given 6 or 7 applications to review and officially score. They are in the process of completing that task now. On April 23rd the GRW will meet and the primary and secondary scores will be added and divided by 2 giving a final state score. The scores will be reviewed, listed from highest to lowest scores, and the top scores will be chosen to be funded. Recommendations to fund either 10 or 12 communities will be identified by the GAC. The GAC then will be presented the process for endorsement and endorsements will be presented to the Office of the Governor for approval.

- C. Training/Outreach - Marcia stated that the T/O Workgroup reviewed the process and updates of the SPF SIG rollout and announcements of funded communities for May 4th. A summary of MVOV was discussed. The date the call for papers is May 1st. Complications with the contract are being worked through with the DOA.

Suggestions for presentations from the T/O are: capacity building, leadership, and LEOW's. The Youth Advisory Council was discussed. Sonya was not comfortable with the POY and Community Consultants' roles. Next newsletter will call for clarification of what SPF is, focusing future publications on the basics.

D. Survey of Process Evaluation

Harold shared that the process and needs assessment for planning forms are in the process of being updated with the user manual. The recommendation is to have the Process/Needs Assessment for Planning ready by July 1st. Harold is reviewing documents now to use in creating this form. The Program/Implementation Surveys are tentatively scheduled to be ready by January 1st for review.

There was a discussion of the interface data and different options were suggested such as Comet, SAMHSA's data-base builder, and others. Harold was going to explore the different options and come up with a recommendation to present to the Evaluation Workgroup. ITPC did not have an available data-base builder.

There was discussion on the current survey that the workgroups and GAC are using. Suggestions were made to shorten the survey. Harold will draft a shorter survey for the workgroup to review next meeting.

New Business and next meeting

The next meeting will be held on May 22nd at 10:30a. Marcia is to forward the draft report to the members of the workgroup before the next meeting.

Next meeting will be an in-depth discussion on

- Process evaluation for communities
- Revision of meeting evaluation forms
- Drafts of survey evaluation
- Evaluation levels w/PRC/SEOW

Next Evaluation Meeting will be May 22nd, 2007 at 10:30am

Adjourned.